

## Creating A Permanency Plan

1. To create a Permanency Plan from the desktop, go up to Create > Casework. Select Permanency Plan from the Planning Icon. Select the family and the case participant.
2. The Plan Information box will pre-fill with the Case Name, Child's Name, Worker's Name, Case Number and status of the case. The court file # and the Perm Plan date are mandatory fields that need to be completed.
3. The first tab is the Basic Tab. The first area addresses the Father's legal status to the child. Select a value from the drop down list. The second field relates to if the Perm Plan is an original or subsequent plan. Select the appropriate value.
4. The next box is Child's Current Permanence Goal of Record. Select the appropriate value from the drop down list for the Permanence and Concurrent fields.
5. The next box is the Child's Proposed Permanence Goal. Select the appropriate value from the drop down list for the Permanence and Concurrent fields.
6. The following four statements require a date. Enter the appropriate date if applicable.

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**Plan Information**

Case Name: Anna Ash	Case #: 20238	Perm. Plan Date: 05/27/2004
Child Name: Ashley Ash	Court File #: JC5423669	Date Approved: 00/00/0000
Worker Name: Caitlin Cake		Status: Pending

**Basic** ASFA Review IPR Exceptions Placement Independent Living

Father Is:  Permanency Plan Is:

**Child's Current Permanence Goal of Record**

Permanence:

Concurrent:

**Child's Proposed Permanence Goal**

Permanence:

Concurrent:

The anticipated date that the Permanency Plan Goal will be achieved:

Date Goal Achieved:

The date of the last Permanency Plan Review:

The date of the last Permanency Plan Hearing:

Options:

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- Let's move onto the ASFA Review Tab. Select the appropriate Radio Button for the first two questions. If either one of the questions are answered yes, complete the remainder of the tab. If no is selected for the first two questions, proceed to the Placement tab.

The next box refers to if a Recommendation was made to TPR. If it was, complete the box with the appropriate dates. If no recommendation was made to TPR, proceed to the TPR Exceptions Tab.

The last box is the Adoption Referral Box. The name of the Adoption Worker and date assigned will pre-fill.

Read the following four statements. If any apply, check off the appropriate box and click on to the corresponding (+) expando to explain the reason behind the statement that was checked off. This is a required free flow text field.

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Worker Name: Caitlin Cake		Status: Pending

**Basic ASFA Review IPR Exceptions Placement Independent Living**

Has the child been out of his or her home 15 of the most recent 22 months? ☒ Yes ☐ No

Has the court made a finding that reasonable efforts to prevent removal or safely return to home are not required? ☐ Yes ☒ No

**(If Yes is selected for either question, answer the questions on this tab. If No is selected for both questions, go to the Placement tab).**

**Recommendation to TPR**

Date referred to District Attorney/Corporation Counsel: 05/27/2004 Date TPR Filed: 00/00/0000

**(If no TPR was filed, complete the TPR Exceptions tab.)**

**Adoption Referral**

Name of Adoption Worker (if assigned): Date Assigned: 00/00/0000

☒ Child is placed in an adoptive resource.

☐ Child needs an adoptive resource to be identified.

[Describe efforts to identify an adoptive resource:](#)

☒ Child is with resource that will become permanent guardian.

☐ Barriers to Adoption

[Description:](#)

**Save Close**

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- Go to the TPR Exceptions Tab. Complete the box titled Reason why TPR is not being pursued at 15 of 22 months. Read the following four statements. If any apply, check off the appropriate box and click on to the corresponding (+) expando to explain the reason behind the statement that was checked off. This is a required free flow text field

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Basic ASFA Review **TPR Exceptions** Placement Independent Living

**Reason why TPR is not being pursued at 15 of 22 months**

- ☐ Child is placed with a fit and willing relative.  
Provide supporting information:
- ☐ Compelling reason why termination of parental rights is not in the child's best interest.  
Provide supporting information:
- ☐ Reasonable efforts to safely return the child to his or her home have not been made.  
Provide supporting information:
- ☐ Grounds for involuntary TPR do not exist.  
Provide supporting information:

Save Close

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9. The next tab is the Placement Tab. The first two questions need to be answered by selecting the appropriate radio button. If the child is considered a runaway, the date the child was reported as missing needs to be documented.

The first box is the Safe and Appropriate box. Answer the first question using the appropriate radio button and document in the mandatory free flow text area the justification for your answer.

The second box is the Placement Proximity to Child's Home. Check off each statement if applicable.

There is a scroll bar to the right of this page. Make sure to scroll to the bottom to view the entire document.

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Worker Name: Caitlin Cake		Status: Pending

**Basic ASFA Review IPR Exceptions Placement Independent Living**

Is the child considered a runaway? ☐ Yes ☒ No Date child was reported missing: 00/00/0000

Are all siblings that are in OHC placed together? ☒ Yes ☐ No ☐ N/A child has no siblings or no siblings in placement.

**Safe and Appropriate**

Is the current placement safe and appropriate? ☒ Yes ☐ No ☐ For now, not long term

Describe Why:

Enter Text Here.

**Placement Proximity to Child's Home**

Indicate the appropriate description and evaluation of the setting in which the child is placed.

☒ The child's placement is within 60 miles of the child's home and is in close proximity so as not to interfere with carrying out the case plan and maintaining the level of contact with the parents that is deemed appropriate.

☐ No setting is available within 60 miles of the child's home that could respond to all the issues and needs that are part of this placement.

**Placement Changes**

Does the agency anticipate a placement change? ☐ Yes ☒ No

Name of New Placement: [Search](#)

Address New Placement:

**Save Close**

Done Local intranet

The final box is the Placement Changes box. Appropriately answer the first question. If the agency does expect any changes in placement, use the Search hyperlink on the right side of the screen to search out the new provider. Select the new provider and they will pre-fill in the Placement Changes box.

If there is a change of placement, the narrative box below becomes enabled. Enter a narrative describing the change in this mandatory free flow text box.

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**Basic ASFA Review IPR Exceptions Placement Independent Living**

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**Placement Changes**

Does the agency anticipate a placement change? ☒ Yes ☐ No

Name of New Placement: Mark McGwire [Remove](#)

Address New Placement: 111 Clint Black Street  
Milwaukee, WI 53295

If yes, describe in detail including anticipated date of placement change:

Enter Text Here.

**Save Close**

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10. Now go back to the Basic Tab.

11. Under Options is the printable copy of the Permanency Plan. Select Permanency Plan and click on Go to access the document. Review the document and add text as needed. eWiSACWIS will not pre-fill the entire document.

When completed, go up and click Close and Return to eWiSACWIS. This will save the document and return to the Basic Tab.

This document requires supervisory approval. Go back to Options on the Basic Tab, select approve.

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Permanence:

Concurrent:

**Child's Proposed Permanence Goal**

Permanence:

Concurrent:

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Date Goal Achieved:

The date of the next permanency plan review:

The date of the next permanency plan hearing:

Options:

Done Local intranet